



## REQUEST FOR QUALIFICATIONS

**RFQ-001-2019**

### **PROFESSIONAL ENGINEERING SERVICES FOR PLANNING, DESIGN, PERMITTING, BIDDING, AND PROJECT MANAGEMENT OF LAKE CITY I-75/SR 47 WASTEWATER IMPROVEMENT PROJECT**

**In accordance with the “Consultants Competitive Negotiation Act” (F.S. 287.055), the City of Lake City, Florida is seeking Statements of Qualifications from Florida registered firms to provide Engineering services for the Lake City I-75/SR 47 Wastewater Improvement Project.**

The City of Lake City, Florida, (City) will receive sealed Statement of Qualifications until **4:00 pm, local time, on Thursday, December 20, 2018** in the Procurement Department located on the 2nd floor in City Hall, 205 N. Marion Avenue, Lake City, FL 32055. Responses delivered to any other location will not be considered received by the Procurement Department. Any responses received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time will be resolved against the Submitter. Responses will not be accepted via fax.

At 4:01 pm, or shortly thereafter, only the names of the respondents will be read aloud.

A clearly marked original, three (3) copies and one (1) digital copy must be sealed and clearly marked **“RFQ-001-2019 Professional Engineering Services for Lake City I-75/SR 47 Wastewater Improvement Project”** on the exterior of the package submitted.

Request for additional information or clarifications must be made in writing to the Procurement Department at [procurement@lcfla.com](mailto:procurement@lcfla.com). Facsimile or e-mail requests are acceptable. The Procurement Department will issue replies to inquiries and additional information or amendments deemed necessary in written addenda, which will be issued prior to the deadline for responding to this Request for Qualifications. Questions must be received no later than **4:00 p.m., Thursday, December 13, 2018.**

City of Lake City  
Attn: Procurement Department – 2<sup>nd</sup> Floor  
205 N. Marion Avenue  
Lake City, Florida 32055

It will be the sole responsibility of the submitter to contact the Procurement Department prior to submitting a response to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their submittal.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

The City of Lake City reserves the right to reject any or all submittals, to waive any informalities or irregularities in any responses received, to re-advertise for responses, or take any similar actions that may be deemed to be in the best interest of the City.

CITY OF LAKE CITY, FLORIDA

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Joseph Helfenberger  
City Manager

## **PROJECT TITLE**

Lake City I-75/SR 47 Wastewater Improvement Project

## **PROJECT LOCATION**

The Project will be located in the area of the I-75 and SR 47 interchange within Columbia County, Florida. The project coordinates are (30.118483, -82.660452).

## **PROJECT BACKGROUND**

The City of Lake City has prioritized reducing the amount of wastewater nutrient pollution impacting the Ichetucknee Springs. Currently, there are five (5) residential and thirty (30) commercial properties within the project area that contain onsite sewage treatment and disposal systems (OSTDS). The elimination of these OSTDSs will result in an estimated reduction of 11,950 lbs. of nutrient loading per year.

## **PROJECT DESCRIPTION**

The project will include the surveying, engineering, and construction related to the installation of multiple lift stations along with required force mains and gravity mains that will be constructed in the two north quadrants of the I-75/SR 47 Interchange, where each lift station will pump wastewater to the City of Lake City's wastewater collection system that is connected to the Kicklighter Wastewater Treatment Facility (KWTF). Processed effluent from KWTF will then be pumped to wetlands that were recently constructed under the Ichetucknee Springs Water Quality Improvement Project (ISWQIP). This wetland system produces an estimated 94% removal of nitrates before infiltrating the groundwater and Ichetucknee Springs. The project will mitigate OSTDS nutrient pollution and provide water quality improvements to the Ichetucknee Springs.

## **SCOPE OF SERVICES**

The City of Lake City hereby solicits qualifications for Professional Engineering Services for the planning, design, permitting, bidding, and construction administration services for the Lake City I-75/SR 47 Wastewater Improvement Project. The scope of services to be performed shall consist of but not limited to the following:

1. Pre-Design Study - Prepare pre-design analysis of the proposed gravity collection system along with pump stations and force mains, and produce a pre-design report that will detail the scope of the problem in the analysis area, outline design options, and identify tasks required to complete a resolution of the problem.
2. Design and Permitting – Provide all design deliverables from conceptual to final. Submittal of all required permits for the work.
  - Preparation of applications, exhibits, drawings, and specifications as necessary for execution and submittal.

- Furnishing additional information about the project design and making revisions to the application documents as required for permit approvals.
  - Provision of copies of permits and related documents to the City.
3. Bidding Assistance – The COLC will administer the bidding process. The Consultant will provide support including assembly of solicitation documents (plans, specifications, and bid forms), assistance in responding to proposers' questions (requests for clarification, requests for information), and assistance in evaluation of the responses received.
  4. Project and Construction Management - Perform project management including but not limited to field engineering services, construction observation, site meetings with the construction contractor and overall project coordination and supervision.

### **INVITATION - REQUEST FOR QUALIFICATIONS**

You are invited to submit qualifications in response to the Request for Qualifications noted below:

Request for Qualifications (RFQ) 001-2019: Professional Engineering Services for the Lake City I-75/SR 47 Wastewater Improvement Project

To obtain more information about this RFQ:

Download a copy of the Solicitation at [www.demandstar.com](http://www.demandstar.com) or [www.vendorregistry.com](http://www.vendorregistry.com).

**Due Date and Time: December 20, 2018 at 4 pm EST - ALL LATE RESPONSES WILL BE RETURNED UNOPENED.**

### **EVALUATION METHODOLOGY**

#### **COMPETITIVE SEALED RESPONSES - CONSULTANTS' COMPETITIVE NEGOTIATION ACT (CCNA)**

The City of Lake City (COLC) shall evaluate the respondent's qualifications, rank the qualifications from all respondents, and negotiate a Contract for the Work according to the regulations applicable to companies that perform professional architectural, engineering, landscape architecture or surveying and mapping services as set forth in Florida Statutes Section 287.055, known as the Consultants' Competitive Negotiation Act ("CCNA").

In evaluating the responses, COLC will not consider price, but may consider factors including, but not limited to, the respondent's professional personnel, past performance, proposed project approach; recent, current and projected workloads of the respondent, and volume of work previously awarded to each respondent by COLC. COLC may also request interviews or presentations from the respondents during its selection.

After approving the rankings of all the Respondents, COLC will enter into negotiations of contractual terms with the highest ranked firm. The rankings will be determined by the highest

average score. During negotiations, COLC will consider detailed information regarding the Contract Price, the Respondent's hourly rates, and scope of the Contract. If COLC and the Respondent are unable to negotiate a satisfactory Contract, COLC will formally terminate the negotiations with the Respondent and undertake negotiations with the next-highest ranking Respondent. COLC will Award the Contract to the highest-ranking qualified Respondent that successfully completes Contract negotiations with COLC.

Your Statement of Qualifications must address these specific items that will be used in the committee's selection process.

### **PROFESSIONAL STAFF EXPERIENCE AND AVAILABILITY**

Maximum score for this criterion is: 30 POINTS

Evaluation of this criterion shall include an assessment of the general capabilities of the firm or individuals that will be engaged in the project. Qualities and indicators that will receive consideration generally include the various professional, technical, and educational achievements and registrations of the firm and individuals; the size, facilities, equipment, diversification, depth of personnel, and overall experience of the firm; the applicable experience of the proposed assigned staff, and the specific experience gained on similar projects.

#### **Required Information:**

##### **Team Members**

The Respondent shall provide Four (4) resumes of the professional staff to be assigned to perform the Work. The resumes provided shall identify personnel that can serve in the following positions (one (1) resume for each position): Project Manager-Engineer of Record (Primary), Project Manager-Engineer of Record (Backup), Staff Engineer (Primary), Staff Engineer (Backup), (collectively, the "Team Members"). All Team Members must be Florida licensed Professional Engineers (PEs). One individual resume can serve in a maximum of two (2) roles. Two (2) separate resumes may be submitted for the same individual reflecting relevant experiences. Note, both Project Manager-Engineers of Record must be from the Respondent submitting the Statement of Qualifications and not a Subcontractor. Persons whose resumes are submitted as a Team Member must actually perform the Work unless Respondent receives prior approval by the COLC Project Manager.

At minimum, each resume shall present the employee's name, title, years of service with the firm and overall years of relevant experience. Years of relevant experience will be scored using the scale in the evaluation matrix. Resumes shall also identify any specialty or technical process expertise. Resumes shall also include employee's applicable professional registrations, education, and work experience, including key projects. In demonstrating experience, Proposer must indicate the position /role the individual had in the specific key project referenced.

The types of key projects may consist of the following but not limited to:

- Water/Sewer (not drainage) pressure and gravity pipeline projects less than twenty-four (24) inches in diameter

- Trenchless Technologies (i.e. Horizontal directional drilling (HDD), bore and jack, etc.)
- Class I, II, III or IV sewage pumping stations
- Road and Driveway replacements

Years of Relevant Experience for Primary/Backup team members will be graded on the sliding scale below.

- Project Manager
  - Greater than or equal to twenty (20) years = 5 points
  - 15 – 19.9 years = 4 points
  - 10 – 14.9 years = 3 points
  - 5 – 9.9 years = 2 points
  - Less than 5 years = 1 point
- Staff Engineer
  - Greater than or equal to ten (10) years = 5 points
  - 7 – 9.9 years = 4 points
  - 4 – 6.9 years = 3 points
  - 1 – 3.9 years = 2 points
  - Less than 1 year = 1 point

Resumes shall be no more than two (2) pages in length; single sided, and on 8.5" by 11" sized paper. If more than two (2) pages are submitted, only the information contained on the first two (2) pages will be evaluated by COLC. No more than four (4) resumes will be evaluated.

**PAST PERFORMANCE/COMPANY EXPERIENCE**

Maximum score for this criterion is: 30 POINTS

Evaluation of this criterion shall include an assessment of the firm's specific experience in undertaking similar professional engagements. Qualities and indicators that will receive consideration generally include the number and types of the projects completed by the firm that are similar in nature to the scope of work being required within this solicitation; the degree of similarity of the projects completed and the ability of the firm to bring about a successful completion of such similar projects; the number and quality of references furnished in conjunction with similar projects; and any outstanding accomplishments of the firm that relate to the specific scope of services being sought.

1. Respondent shall provide the following:

Information regarding three (3) sewer force main projects that consisted of Engineering services of designing pipeline systems which include, but are not limited to, methods of construction by open cut, horizontal directional drilling and jack and bore, the design of lift stations and road and driveway replacements that were completed in the past six (6) years as of this RFQ's Due Date. All three (3) projects must be completed by the primary proposing company (fifty percent [50%] or more of the work must have been performed by the primary proposer). If the project is a

Design/Build, fifty percent (50%) of the DESIGN work must have been performed by the primary Respondent.

At the Respondent's option, projects used for the minimum qualification section may be used in this section.

- a) Indicate if any of these projects were in the local, state or railroad Right of Ways (ROW) and method of construction (open cut, horizontal directional drill, jack and bore). In these cases, Proposer should include details of project including experience in obtaining permits in the ROW and their Maintenance of Traffic plan. The examples should be able to demonstrate that Proposer's experience and knowledge qualify them to complete the necessary work in a successful manner.
- b) Indicate the type of permitting requirements for each project.
- c) Identify whether any of the proposed Team Members worked in key roles in the projects and the role.
- d) Describe any working relationship with subcontractors that was used for this project.
- e) Include contact information of the owner for reference verification.

2. For one (1) of the three (3) projects provided above in section 1, Proposer shall provide detailed information to explain how the Proposer managed the engagement to realize project budgetary goals, timetables and quality control objectives. Proposer shall include copies of actual project management documents. Examples include project management reporting, issue tracking, outreach exhibits, cost and schedule control and construction management documentation. Proposer shall note when the project was constructed. If project hasn't been constructed, Proposer should describe the phase the project is in. Proposer shall include contact information of the owner for reference verification. The project must have been completed by the prime proposing company and must be substantially complete (Fifty percent [50%] or more of the work must have been performed by the primary proposer). Proposer shall provide a description of their project approach. Please include descriptions of any unique design, permitting, or construction management approaches that, if utilized for the septic tank phase-out projects, will provide added value through lowered costs, shortened schedule, or improved maintenance of access for residents.

Respondent's response for section 1 shall be limited to no more than six (6) pages, two (2) pages per project, 1-sided, single-spaced, on 8.5 x 11 sized paper. Responses to section 2 above shall be limited to three (3) pages of text (not including project documentation examples). Please use your own form for this Section. Responses that are longer than nine (9) pages will not be evaluated after page nine (9).

### **PROJECT MANAGER-ENGINEER OF RECORD PROXIMITY TO COLC**

Maximum score for this criterion is: 10 POINTS

Provide the address of Respondent's office that the proposed Primary Project Manager-Engineer of Record normally works from and its distance from COLC located at 205 N. Marion Ave., Lake City, Florida.

In order to receive points for this criterion, Respondent's office must be occupied and staffed with at least three (3) employees for a duration of six (6) months, prior to the due date stated in this RFQ. Additionally, the office shall not be used as residential premises.

**COMPLETENESS OF PROPOSAL**

Maximum score for this criterion is: 10 POINTS

**DESIGN APPROACH AND WORK PLAN**

Maximum score for this criterion is: 20 POINTS

Respondent shall provide an explanation of how it typically manages its engagements to realize project budgetary goals, timetables and quality control objectives. Proposer shall explain, for this specific Scope of Work, how it intends to meet the goals, timetables and quality criteria established herein. Consideration shall be given for cost effectiveness of potential solution(s), creativity and innovation of proposed solutions and comprehensive utilization of proposed personnel to meet the deliverables.

Respondent shall also provide a project schedule indicating: (i) all the activities envisioned to fulfill the requirements of the Work; (ii) the estimated duration for each activity; (iii) the estimated man-hours for each activity; and (iv) the total estimated man-hours each primary Team Member, identified in the Section titled "Professional Staff Experience", will devote to the Work through completion. As stated below, the "Share of Project Work" should be calculated using the man-hours indicated on the project schedule. Additionally, the project schedule must demonstrate the utilization of any Subcontractors.

Share of Project Work shall be defined as the number of assigned hours to the project for each individual primary Team Member divided by the total hours on the project, expressed as a percent. This information will be taken from the project schedule referenced in this Section, and will be rounded two decimal places. COLC prefers that the Share of Project Work information be submitted in a Microsoft Excel format. The same information should also be submitted with the hard copy of the Qualifications.

**Please use your own form for this section. Proposer's response must be limited to four (4) pages per project, not including the Share of Project Work table.**

All responses will be ranked individually using this criteria matrix.

Professional Staff Experience and Availability	30
Past Performance/Company Experience	30
Project Manager-Engineer of Record Proximity to COLC	10
Completeness of proposal	10
Design Approach and Work Plan	20
<b>MAXIMUM ALLOWABLE POINTS</b>	<b>100</b>



**PROJECTED TIMETABLE**

The following projected timetable should be used as a working guide for planning purposes only. The City reserves the right to adjust this timetable as required during the course of the RFQ process.

<b>Event</b>	<b>Date</b>
Issue RFQ Notice	November 18, 2018
Last Date for Receipt of Written Questions	December 12, 2018 @4:00 pm
Addendum Issued (If Applicable)	December 13, 2018
Proposal Due Date	December 20, 2018 @ 11:00 am
Evaluation Committee Meeting	January 8, 2019 @ 10:00 am
Oral Presentations/Interviews if necessary	TBD January 2019
Recommendation Presented for Approval	NLT –February, 2019

Add Oral Presentations/Interviews (if necessary)

Note: Dates are subject to change. NLT = no later than. TBD = to be determined

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## **TERMS & CONDITIONS**

### **A. ADDENDUM**

It will be the sole responsibility of the Proposer to contact the Procurement Department prior to submitting a proposal to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their proposal.

### **B. INCURRED EXPENSES**

The City is not responsible for any expenses which Proposers may incur in preparing or submitting responses, including presentations and any other expenses called for in this Request for Proposal.

### **C. REQUIRED DOCUMENTS**

The enclosed documents must be executed and returned with proposal or the proposal may be considered non-responsive. (Conflict of Interest Statement, Disputes Disclosure Form, Drug Free Workplace Certificate, Non-Collusion Affidavit of Proposer, Reference, Public Entity Crime Statement and E-verify Affirmation Statement.)

### **D. INSURANCE**

1. Without limiting Bidders indemnification, it is agreed that the successful proposer must purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Bidders policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.
  - a. Statutory Workers Compensation insurance as required by the State of Florida.
  - b. Commercial General Liability insurance to provide coverage of not less than \$300,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
  - c. Comprehensive Automobile Liability insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$100,000.00 per person, \$300,000.00 per occurrence and \$100,000.00 property damage. Professional
  - d. Liability Insurance shall be maintained by the selected firm or individual with a combined single limit of not less than \$1,000,000, protecting the selected firm against claims of the City for negligence, errors, mistakes, or omissions in the performance of services to be performed and furnished by the selected firm or individual.

**E. INDEMNITY:**

Successful contractor will indemnify and hold Owner and Owner's agents harmless from any loss, cost, damage or injury sustained by any persons (s) as a result of the actions of employees or officers of the Contractor, subcontractors or suppliers.

**F. EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY):**

In accordance with State of Florida, Office of the Governor, Executive Order 11-116 (superseding Executive Order 11-02; Verification of Employment Status), in the event performance of this Agreement is or will be funded using state or federal funds, the CONTRACTOR must comply with the Employment Eligibility Verification Program ("E-Verify Program") developed by the federal government to verify the eligibility of individuals to work in the United States and 48 CFR 52.222-54 (as amended) is incorporated herein by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR must (1) enroll in the E-Verify Program, (2) use E-Verify to verify the employment eligibility of all new hires working in the United States, except if the CONTRACTOR is a state or local government, the CONTRACTOR may choose to verify only new hires assigned to the Agreement; (3) use E-Verify to verify the employment eligibility of all employees assigned to the Agreement; and (4) include these requirement in certain subcontracts, such as construction. Information on registration for and use of the E-Verify Program can be obtained via the internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

**G. PUBLIC RECORD:**

The Owner is a public agency subject to Chapter 119, Florida Statutes. The Contractor shall comply with Florida's public records law. Specifically, the Contractor shall:

1. Keep and maintain public records required by the public agency to perform the service.
2. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the public agency.
4. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of the contractor or keep and maintain public records required by the public agency to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records

disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (386) 719-5826 OR (386) 719-5756, CITYCLERK@LCFLA.COM, CITY CLERKS OFFICE, 205 N MARION AVE., LAKE CITY, FL, 32055.**

**H. ADDITIONAL INFORMATION:**

The City of Lake City Procurement Department reserves the right to request any additional information needed for clarification from any Respondent for evaluation purposes.

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**SWORN STATEMENT UNDER SECTION  
287.133(3)(n), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid No.\_\_\_\_\_.
2. This sworn statement is submitted by \_\_\_\_\_ whose business address is \_\_\_\_\_ and (if applicable) its Federal Identification No.(FEIN) is \_\_\_\_\_. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement\_\_\_\_\_.
3. My name is \_\_\_\_\_ and my relationship to the entity named above is\_\_\_\_\_.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and

agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

\_\_\_\_\_The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature:\_\_\_\_\_Date\_\_\_\_\_

STATE OF\_\_\_\_\_

COUNTY OF\_\_\_\_\_

Personally appeared before me, the undersigned authority, \_\_\_\_\_ who after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State at large

My Commission Expires:

**THIS FORM MUST BE INCLUDED WITH BID PROPOSAL**





**DISPUTES DISCLOSURE FORM**

**Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.**

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES \_\_\_\_\_ NO \_\_\_\_\_

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES \_\_\_\_\_ NO \_\_\_\_\_

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City.

\_\_\_\_\_  
Firm Date

\_\_\_\_\_  
Authorized Signature Printed or Typed Name and Title

**THIS FORM MUST BE INCLUDED WITH BID PROPOSAL**

**DRUG FREE WORKPLACE CERTIFICATE**

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, \_\_\_\_\_(print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (\*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee’s community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date Signed

State of Florida

County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_day of \_\_\_\_\_20\_\_\_\_.

Personally known\_\_\_\_\_or Produced Identification \_\_\_\_\_  
(Specify type of identification)

\_\_\_\_\_  
Signature of Notary  
My Commission Expires:\_\_\_\_\_

**THIS FORM MUST BE INCLUDED WITH BID PROPOSAL**



**E-VERIFY AFFIRMATION STATEMENT**

RFQ/RFP/Bid /Contract No:

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Project Description:

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Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name:

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Authorized Company Person's Signature:

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Authorized Company Person's Title:

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Date: \_\_\_\_\_

**THIS FORM MUST BE INCLUDED WITH BID PROPOSAL**